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Position #:(NUNC)...(E)
Developed by:.....JR
Reviewed by:.....DLJ,LK
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Associate Dean for College Initiatives and Strategic Planning, Arts & Sciences

DIVISION: Academic Affairs (Arts & Sciences)

REPORTS TO: Dean, College of Arts & Sciences

GRADE: 18

SUPERVISES: Professional, administrative, technical, maintenance and custodial staff

BASIC FUNCTION:

As an administrator within the University organizational structure, perform primary leadership and management roles in all matters pertaining to initiatives and strategic planning in the College. Assist and advise the Dean on all matters of administration, including: budget preparation and implementation; personnel matters including both faculty and non-faculty hiring, promotion, and terminations; college key performance indicators and links to URI Focus; annual college reports; international programming and global initiatives; new program development (face to face and online); academic program review; academic and industry partnerships; experiential learning. Engage with alumni networking and advancement goals for the college. Serve as a member of the college leadership team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Collaborate with the college leadership team to supervise and support programs, initiatives, and departments in the College of Arts & Sciences (A&S).

Work with faculty and chairs to facilitate interdisciplinary curriculum development for both in person and online programs.

Collaborate with college leadership team to facilitate college strategic plan that links to URI FOCUS.

Gather, analyze, and effectively present data related to college KPIs and develop annual report on college progress.

Oversee college international programs and global initiatives for students and faculty.

Collaborate with Dean's Office staff to facilitate department academic program review and accreditation processes.

Collaborate with Dean's leadership team and faculty to develop and implement initiatives in the college for faculty and student success.

Develop academic and industry partnerships for academic programs and experiential learning.

Identify and apply for external funding that will facilitate college success.

Collaborate with the Dean, Associate Deans, and Chairs in budget preparation, staffing, planning, and evaluating all aspects of the College.

Assist the Dean with the effective use of academic spaces for curriculum delivery and research.

Cultivate constructive relationships with chairs and faculty. Coordinate reviews and appointments of Department Chairs and other faculty positions in the College.

Advise the Dean on criteria/procedures for the evaluation of faculty performance, including recommendations for sabbatical leaves, annual reviews, promotion, tenure, and renewal.

Collaborate with College Committees and other University offices, including other Dean's Offices, the Faculty Senate, Human Resource Administration, Enrollment Services, the Graduate School, University College, Honors, Equal Opportunity, Community, Equity and Diversity, and Admission.

Represent the College on various institutional committees, at assigned University functions, and at designated off-campus events.

OTHER DUTIES AND RESPONSIBILITIES:

Perform general administrative functions on behalf of the Dean.

May assume responsibility for the College in the absence of the Dean.

Represent A&S and lead special projects as assigned by the Dean.

Perform other duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers and printers, electronic mail, scheduling and calendar programs, word processing, database and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: An earned doctorate; Demonstrated record of teaching and research excellence to warrant tenure and be eligible for appointment at the rank of Full Professor in an academic department in the College; Minimum three years of professional experience as a program director, department chair, or in a university or college level leadership position; Demonstrated successful track record of participating in and/or developing student success initiatives centering on student retention and career development; Demonstrated familiarity with data gathering and analysis as it relates to measuring key student success measurements; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated computer skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Doctoral degree and research profile in the area of Media and Communication or the Social Sciences; Minimum three years administrative experience as an Associate Dean or Department Chair; Demonstrated experience leading new initiatives from design to implementation to review; Demonstrated

experience with online programs; and Demonstrated in-depth knowledge of the latest research and strategies relating to student success.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.